# IDAHO STATE BOARD OF REGISTRATION FOR PROFESSIONAL GEOLOGISTS AGENCY STRATEGIC PLAN

Signed: Paul T. Spille, Board Chair

Revised and submitted this day of 6/25/07

The Board was established in 1972. For many years the primary function of the Board was to prepare examination material, administer the exam and grade the exam. In March 2002 the Board began using examinations prepared by the "ASBOG", National Association of State Boards of Geology. This process has freed up valuable time and has allowed the Board to focus more on other areas. A complete review of the Strategic plan was completed in accordance with HB 300 and revisions within the goals of the Board were reviewed and modified to fully incorporate the core functions and Idaho Code Chapter 28, Title 54. To optimize duties and assignments the Board formed subcommittees to help achieve performance measurements. The administrative assistant reports to the Board Secretary.

# **Key Personnel:**

- Governor
- Chairman
- Vice-Chairman
- Secretary
- Member
- Member

### **Subcommittees:**

- New Member Orientation Manual
- Public Information Outreach
- Statutes and Rules
- Investigations/Complaint
- Newsletter
- ASBOG/Legislative Liaison
- Standard Operating Procedures
- Annual Report
- Application Review Procedures



### INTRODUCTION:

•The Idaho State Board of Registration for Professional Geologists is a self-governing regulatory board authorized under Chapter 28, Title 54, Idaho Code. The Board's responsibilities are to safeguard life, health, and property, and to promote the public welfare, the practice of geology in this state as prescribed by Idaho Code, Chapter 28, Title 54.

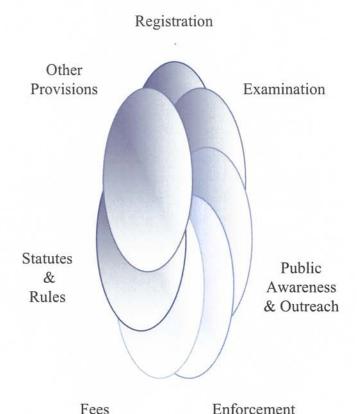
#### MISSION:

•The Board regulates the professional conduct of Professional Geologists through the adoption of rules and the enforcement of statutes regarding qualifications, professional ethics and conduct for all professional geologists registered in the state of Idaho.

#### **VISION:**

•The Board promotes competency and excellence in the field of geology.

#### **CORE FUNCTIONS**





The goal of the Board is to have all geologists practicing geology as defined by Idaho Code 54-2812 to be registered and in good standing.

# Objective:

- Provide uniform procedures in application processing and review
- Process applications for registration efficiently

# Strategies:

- Have a current and accurate Policies and Procedures Manual for application processing
- Make application for registration information and forms available electronically via Internet

- # Applications (GIT, PG, Reciprocity)
- # Applications Approved/Denied
- # Registered geologists in Idaho
- # Registered G.I.T.
- # PG certificates registered via reciprocity



The goal of the Board is to administer examinations that sufficiently assess the knowledge and skills of applicants for registration as Professional Geologists.

### Objective:

- Administer examinations at frequencies and locations that meet the needs of applicants and the Board
- Administer the fundamentals and principles and practice examinations in a manner that meets all requirements of the law while promoting efficiency and economy

### Strategies:

- Administer ASBOG examination twice a year
- Examinations proctored by Board members to carry out the security and procedures provided by ASBOG
- Periodically evaluate new locations to administer examinations

- # Examinees (GIT, PG)
- Distance traveled by examinee



The goal of the Board is to be self-funded and comply with all state laws related to financial matters.

# Objective:

- Fund board programs through judicious use of fees
- Incorporate state accounting procedures in all aspects of board finances

# Strategies:

- Maintain contact with Idaho Department of Administration and Finance to incorporate all necessary revisions to accounting procedures
- Deposits all funds as required by state law

- Expenditures and income in balance
- Periodic audit finds are addressed and revisions incorporated as necessary
- Provide annual report of finances to Governor and registrants annually as required by law



The goal of the Board is to increase awareness of the geologic profession and requirements for registration to practice geology in Idaho.

# Objective:

 Increase profile of the geological profession in Idaho and to promote the registration of Idaho Geologists

# Strategies:

- Provide geosciences students with information about Professional Geologists registration through written materials and personal contact
- Develop public education materials consisting of brochures, posters, or other material for use in outreach events

# Performance Measures:

Number of outreach activities



The goal of the Board is to have all geologists practicing in the State of Idaho to be in compliance with registration requirements.

### Objective:

■ Ensure that all working Geologists in the State of Idaho are in compliance with Idaho Code 54-2812

# Strategies:

- Develop policies and processes to uniformly respond to complaints regarding nonregistered geologists practicing in Idaho, or unacceptable work performed by registered Idaho geologists
- Review how complaints have been previously handled, and compare Board response to complaint outcomes to evaluate effective processes
- Consult with the Idaho Attorney General's Office to verify that processes conform to Idaho statutes

# Objective:

The Board will promptly address complaints about non-registered geologists practicing in Idaho, or unacceptable work performed by registered Idaho geologists

# Strategies:

- Develop a log to track the progress of complaint response
- Board Chairman shall assign a Board member to investigate each complaint
- Board Secretary will prepare a written response to the complaint, for review by the Attorney General Office
- Written response to the compliant will be mailed or otherwise delivered within 15 days of Attorney General Office review

# Performance Measures:

# Complaints filed, pending, completed annually



The goal of the Board is to administer all provisions of Idaho Code as required.

# Objective:

Provide opportunities for review and discussion from the public.

# Strategies:

- Hold open public meetings for input
- Track in-house policy changes that effect statutes and rules
- Develop legislative contacts.

- Work with Deputy Attorney General to comply with provisions of Idaho Code
- Work with other state agencies to comply with associated provisions of the Idaho Code



The goal of the Board is to have rules, policies and procedures that achieve the intent and purposes of the Idaho Code, Chapter 28, Title 54.

# Objective:

Keep all statues and rules current with Board actions

### Strategies:

- Develop standard procedures that are in compliance with rules and statutes
- Obtain feedback from stakeholders for input
- Develop working relationship with Legislature

### Objective:

- Awareness of Idaho Code, requirements of registration
- Applicants meet all requirements of the law

### Strategies:

- Awareness of Idaho Code, requirements of registration
- Applicants meet all requirements of the law

### Strategies:

- Expand the visibility of the Board and educate State of Idaho agencies to incorporation registration requirements
- Work with the State of Idaho Division of Human Resources in the development of class specifications

### Performance Measures:

 All Board activates, policies and procedures are in compliance with existing rules and statues